

## *Together for Quality Stakeholder Council*

Wednesday, April 4, 2007, 1:00 – 3:00 PM  
Boardroom, Alabama Medicaid Agency

### **Minutes**

**I. Attendees:** See sign-in sheet

**II. Welcome and Introductions:** Commissioner Steckel welcomed everyone to the meeting and thanked them for their continued participation. She then asked everyone to introduce themselves. Carroll Nason provided an overview of the agenda and initiated the workgroup reports.

**III. Clinical Workgroup Status Report:** Mary McIntyre, agency Co-Chair, gave the report. A letter has been drafted requesting case management protocols and materials and is to be sent to in-state contacts and to contacts across the country. The next dates for the Clinical Workgroup meetings are April 11 & 25, 2007. These are conference calls scheduled from 4-5 PM. She then asked everyone if they had read the Use Case and whether they had any questions. There were no questions and the group confirmed that the description was clear. The next steps for this workgroup are:

- A. QI Indicators
- B. Clinical/Technical Joint WG meeting
- C. Next Meeting to assure timeline/milestones met

**IV. Technical Workgroup Status Report:** Lee Maddox, agency Co-Chair, gave the report. He stated that as of today's meeting, the Technical Workgroup has met all required objectives in accordance with our assigned list of tasks. The Technical Workgroup held weekly conference calls to discuss issues and submitted comments surrounding the RFI, e-prescribing, developed a high-level C.A.R.E. Link diagram, completed the survey of Alabama health information technology use using eHI Organization Assessment Tool (OAT) through Booz Allen Hamilton, Inc., and submitted a middleware Enterprise Service Bus (EBS) on how the Chief Information Officer (CIO) of Alabama sees its role in this project.

The Technical Workgroup continues to have concerns with the level of e-prescribing to be included in the first phase of this project, lack of clearly defined business rules that will drive this system, state laws involving equipment and software purchasing issues that continue to surround this project, private entity use and connectivity to state purchased equipment and services within the short time frame to implement this project by March 2008, and the lack of policy for designing the technical aspects for who will house this project for recurring cost once the grant funds are gone.

Jerry Harrison, Community (e.g. non-agency) Co-Chair of the Technical Workgroup asked what the specific size of the database was. He recommended that we should know what we are going to get; decide how we can get there. He pointed out that we would get the database specifics defined in the RFI. Technical and Clinical will hold a joint session to review some of these issues.

Pele Yu raised the question about the development of the independent governing body as reported out from the Policy Workgroup at the Visioning session in February. Carroll Nason replied that this is the longer range goal (e.g. a permanent sustainable governing body) planned for development later in the grant period (Note: the short-term body is the Steering Committee)..

The Technical Workgroup next steps are:

- A. Databases/RFI-Diagram: Specifics Defined
- B. Business Rules Defined: Functionalities
- C. Meet with Clinical

**V. Finance Workgroup Status Report:** Mike Murphy, agency Co Chair, gave the report. He provided details of their workgroup's activity reviewing the draft RFI and providing input to the project director. The workgroup has also begun reviewing a financial model from Florida and discussions about that model will begin at their meeting next week. The co-chairs have been working to finalize the list of members for this workgroup. Also, the agency co-chairs of this workgroup have met with the agency co-chairs of the other workgroups to coordinate activities and increase awareness about any issues raised by the other workgroups that might impact the Finance Workgroup's activities. The next steps are:

- A. Meeting on 4-10-07 @ 10:00 AM to discuss financial model

**VI. Privacy Workgroup Status Report:** Paul Brannon, agency Co Chair, gave the report. The Privacy workgroup is actively investigating Business Associate Agreements to use as a template for the project Business Associate Agreement. Research is also ongoing concerning national and state privacy laws with an eye to any potential barriers these may pose to the exchange of information. The next steps are:

- A. Investigating Business Associate Agreements
- B. Next meeting is April 9, 2007 @ 9:00 AM
- C. They are working to address privacy issues

**VII. Policy Workgroup Status Report:** Kathy Hall, agency Co Chair, gave the report. The Policy Workgroup met on March 12, 2007 to finalize the workgroup charter and milestones. These are to be posted to the website. The workgroup has recommended the structure for a Steering Committee to serve as the governing entity during the grant period. The workgroup upon request will provide guidelines to the pilot project to ensure broad-based participation and a successful outcome. The next steps are:

- A. 4-9-07 @ 1:00 PM
- B. Criteria for HHS Agency criteria
- C. Inter-Government Structure – in place by June
- D. Review issues/developing policy for other workgroups

Jerry Harrison asked for clarification of whether or not it is the responsibility of the Policy Workgroup to be responsible for policy development for the database. This was answered by Mike Horsley, Community Co Chair, who gave the example of a policy choice relating to the HIS architecture. The choices might be between a data warehouse/repository that is centrally managed versus data that resides at each separate originating location using a record locator service to obtain only specific data elements needed. The Policy WG would take recommendations from related workgroups and subsequently recommend one of these models to the Commissioner.

**VIII. Together for Quality Status Report:** Carroll Nason, Project Director, congratulated the

council members for their hard work and proceeded to review progress by describing grant-related activities and achievements using the Milestones.

**IX. Next Steps:** Carroll then restated workgroup next steps (that had been placed on the flipcharts and posted during each of the workgroup reports) and asked if anyone had any questions or discussion about these items. There were no questions or comments.

She proposed asking vendors to present their applications, services and models; then asked if the attendees would like for this be scheduled for the same day as our next meeting. There was general agreement that this would be beneficial. Carroll then pointed out that the minutes will be posted prior to the next meeting and will also become incorporated into the *Together for Quality* progress report to the Center for Medicare & Medicaid Services (CMS). She stated that it would be beneficial to post the workgroup progress reports prior to each monthly meeting to allow sufficient time for the membership to review them for information they might help with the decision about whether or not to travel to Montgomery. She confirmed that the grant progress reports would be presented to the Commissioner and the Stakeholder Council prior to being sent to CMS.

Holly Midgley requested a glossary for the acronyms being used during our meetings for future reference. This will be developed and posted for member access.

**X. Closing Remarks:** Commissioner Steckel thanked everyone for attending and reconfirmed her interest in including others on the Stakeholder Council; we are open to new participation at any time.

**XI. Next Meeting Details and Adjourn:** Carroll asked if the previously agreed meeting day (1<sup>st</sup> Wednesday) and time (1:00 PM) were good, reminding everyone that we had hurriedly discussed this at the end of the visioning session. After some discussion, the day was shifted (using counts of hands raised) to the 2<sup>nd</sup> Wednesday at the same time: May 9, 2007 @ 1:00 PM. Carroll said that additional information about vendor presentations, etc. would be emailed prior to the May 9.